

Open: 07/25/05 - 8:30 AM

Close: 08/04/05 – 5:00 PM



CITY OF MIAMI BEACH

ANNOUNCEMENT OF OPEN COMPETITIVE CIVIL SERVICE POSITION



HUMAN RESOURCES TECHNICIAN I

\$1,268.11 – \$2,048.13 BIWEEKLY

Date of Typing Test:

Wednesday, August 17, 2005

Time of Typing Test:

10:30 - 5:00pm, Time Scheduled at Application

Place of Typing Test:

"Old" City Hall, 1130 Washington Avenue – 3RD Floor

MINIMUM REQUIREMENTS:

1. Ability to work independently, have strong customer service and planning skills, make independent decisions, solve complex problems, work with computers, be able to compile numerical data and maintain records.
2. One (1) year verifiable full-time paid experience in evaluating and processing complex forms, computing/compiling data, maintaining complex records, and interacting with the public.
3. Type 30 correct words per minute.

NATURE OF WORK:

Varied responsible, supervisory or technical personnel work in a section (including employment advertising, testing, recruitment and backgrounds) of the City's Human Resources Department. Work is of a specialist nature often involving moderately complex work methods and techniques.

DESIRES:

Prior experience in a Human Resources setting

This position represented by: OTHERS (Other Classifications in the Classified Service)

Apply IN PERSON Monday - Thursday 8:30AM - 5:00PM, EXCLUDING HOLIDAYS

Job Hotline (305) 673-7777 www.miamibeachfl.gov

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department, 3rd Floor
Miami Beach, FL 33139

CLASS NO.- **1714**
CS NO. - **0519CO-2**

EOE/AA/ADA/VET PREF PER FL LAW